

What's New in CATS

November, 2011

- Added FMMI Vendor Code to the AD700 print form.
- Changed the label "FIN#" on the Vendors Reference form to "FMMI Vendor Code".

July, 2011

- Changed label on the main CATS screen for the Fiscal Year. The FY will now be labeled as Default FY. The default FY value will now appear on all search screens but will be modifiable within all forms and reports allowing data to be retrieved crossing fiscal years.
- All Action forms: added Fiscal Year to all search tabs and pop up screens. The accounting code and the account detail accounting code LOV will show accounting codes based on the FY identified on the search. If the FY field on the search screen is blank the accounting code LOV will show all accounting codes for all fiscal years within the user's security.
- All Action forms: added Fiscal Year to all General tabs. The fiscal year will match the accounting code for the record. On an addition of a record, the fiscal year is modifiable and if entered will pull the accounting codes for the specified fiscal year for LOVs and validation. If the fiscal year is blank, the accounting code LOV will show all accounting code for all fiscal years within the user security. The search screen controls what records are displayed and if the search screen is not changed to reflect the FY of the record added, the record will not be displayed. In order to assist in displaying records added with a different fiscal year than the search screen, we have added the message '*Search FY = 2011. After adding the record you will need to change the search to include this FY in order to view this record*'. Using the action menu pull down select search to change search criteria.
- AD700, Credit Card, Short Data Entry: added new field FMMI No to the general tab and the search tab.
- All Reports: the fiscal year has been added to all report search screens. The LOV for the accounting codes and other related LOVs use the fiscal year specified. If the fiscal year is blank, the accounting code LOV and other related LOVs will show all accounting codes, etc., for all fiscal years within the users security. All reports will show data based on current fiscal year first with descending fiscal years following.
- Reference forms: All forms where applicable will now have a fiscal year added to the search and display tabs allowing multiple year transactions to be displayed within one list.
- Locking of Users / Locations: Allowing lists of data based on multiple fiscal years has changed the locking of users/locations. All locking is now controlled by the user, not the location. The lock location feature will still lock or unlock all users within the location making it easy to lock groups of users however the user lock will control the locking. A location could be locked but a user within the location could still be unlocked and

updating the location transactions. Because some users will enter transactions outside their location security by using the Other Acct checkbox we will still use the location lock for these types of records.

September, 2010

- New menu items under Reports: Added two new reports - Year End Estimate Report by Location and Year End Estimate Report by Area within the new Year End Estimate Reports sub menu.
- Year End Estimate Report by Location: new report for location and higher security levels with the same data as Year End Estimate Report but breaks are by location and the BOC summary at the end of the report is by location. Option to include all transactions or include only x01 accounts is available.
- Year End Estimate Report by Area: new report for location and higher security levels with the same data as Year End Estimate Report but breaks are by area and the BOC summary at the end of the report is by area. Option to include all transactions or include only x01 accounts is available.

July, 2010

- Financial Plan: added a View ARIS Budget Details button on the Sub Acct Plan/Non-Salary tab that will display all ARS 416/417 Budget transactions for the fiscal year of that research project associated with the sub account. The Permanent and Temporary dollars will be displayed with totals for each. When there is only one sub account the button will be displayed on the Acct Plan/Non-Salary tab. This will eliminate the need to go into the Research Documentation subsystem to verify totals. If the research project is located on more than one sub account the financial plan totals may or may not match the ARS budget transactions and a warning message appears that informs the users.

May, 2010

- Do Output: added a browse button to allow the user to select the location and enter the file name where the Ascii file will be stored. With the different operation systems (Windows 7, Windows98, etc.) the folders for storing files and accessing them can be varied so defaulting folders is no longer possible.

April, 2010

- MU Admin: added to the search, the CRIS number and a CRIS Is in CAM checkbox that will allow users to search on these two fields.
- MU Admin: added a message that will inform the user when adding a CRIS if the same CRIS has or does not have a CAM flag checked.
- MU Admin: added the process when making a MU obsolete, will automatically change all CRIS (Sub accounts) to inactive status.
- AD700, Credit Card, Short Data Entry: added the ability for more than one clone to be created at the same time. When a record is being cloned will now prompt user for the number of clones to be included. This will allow up to 99 clones for one transaction.
- Financial Plan Reports: a new option has been added that will create the Financial Plan report sorted by Account, Sub Account. The new report option is called CRIS Plan History by Sub Account. This report will assist in matching CATS to the BAAM report and ARIS data.

February, 2010

- Account Reconciliation: added to the search, a checkbox that will exclude the Salary and Projections in order to be able to reconcile or unreconcile and scroll without saving changes. Prior when scrolling and encountered a salary or projection, record would force a save to continue, because those records do not require reconciliation and displayed a message.
- User Field Reports: added the ability to clear out the start and end request dates in order to include all records within the other selected criteria.

January, 2010

- Global Search: Added the ability to generate Print Listings and Print AD700s from the Global Search Results list screen.

December, 2009

- Credit Card: Added a new process to generate automatic check fee transactions. An automatic check fee record is now generated when a check number is entered on the Credit Card form. When a check number is entered a prompt will be displayed '*Do you want to create a check fee document?*' If yes is selected, another prompt is displayed '*Does the parent total include the check fee amount?*'. If yes is selected, the check fee percentage from the check fee percentage reference table is multiplied by the total and subtracted from the parent record. If no is selected, the check fee record will be calculated from the parent and the check fee percentage and will not be subtracted from the parent record. A new record is then generated using the same process as a partial with the check fee amount as the total for that record. The new check fee record contains the following data: Vendor = USBank, Short Description = 'Check for requisition XXX-XXXX-XXX-XXXXX-0 (the requisition number of the original transaction), BOC = 2581, Check fee document check box is checked, Log number is the same as the parent, Date Received and USBank Approved dates will be cleared out, if R&M on parent is full, full will be selected with the R&M amount same as the total, if split on parent will be changed to none, user fields will be copied from parent with a message informing user to verify the amounts are correct. Stand alone documentation will be provided to the ABFO staffs to disseminate to the field, and also available in the next addition of the CATS Manual.
- AD700: Added the capability for an AD700 to be converted to an SDE agreement. A new status code has been added to the AD700, Agreement. When the status code selected is 'G - Agreement' and saved, the AD700 will automatically be located in the Short Data Entry form. If the SDE originated as an AD700 it can be converted back to an AD700 at any time. If the SDE did not originate as an AD700, the AD700 cannot be created. The process used is identical to an AD700 being converted to a Credit Card. An additional tab will also be displayed within the SDE for AD700 details. All modifications to the total within the SDE will also be maintained in the AD700 details and be recorded as SDE Adjustments, similar to the Credit Card Adjustments. This should be helpful for everyone that needs to create an AD-700 for agreements and then wants them converted to SDE agreement type so they report on the SOF as such.
- AD700, Credit Card, Short Data Entry, Projections: Added two check boxes to the user fields tabs that indicates what type of user field was selected by the user: agency, area or if neither box is checked, account user field. (See new Area/Agency User Fields below.) The LOVs for each user field line will now contain the type of user field to assist users in selecting the user fields.

- AD700, Credit Card, Short Data Entry, Projections: When adding a transaction to the Accounts Detail tab, the second and subsequent records will have the default value account code as the first transaction. For example when adding the second line transaction, if the first record uses 901-1265-104 as the account code, the second line will automatically default to the 901-1265-104 account code. This should make it easier to divide between subs (CRIS) within the same accounting code.
- AD700, Credit Card, Short Data Entry: Labels on the search screens have been modified and repositioned to provide more clarity. The search screen now identifies the Requisition No as the Account code and the Sequence No. The Sequence number is now located next to the Account Code to indicate that it is part of the Requisition number. On the Account Details Search tab, the label has been changed to 'Detail' Account Code to clarify this account code is part of the detail account codes.
- Account Status Fund Holder and Account Reconciliation: the Projections and Salaries have been added to all tabs to provide a better understanding of the totals at the bottom of the screens. The actual salaries will appear on the reconciled tab and show all tab. The projected and lapse salaries will appear on the unreconciled tab and show all tab. The projections will appear on the unreconciled tab and show all tab. Projections and Salary records will be non modifiable due to the fact that you cannot reconcile these transactions. This now will make the screen totals match the report totals. Remember though, that you cannot change or reconcile Salaries or Projections in the Account Reconciliation module; this must be done in the respective Salaries or Projections module.
- Account Status Fund Holder: The multi tab capabilities for Reconciled, Unreconciled and All have been added. This capability was earlier added to the Account Reconciliation application. The reconciliation search fields have been removed from the search screen. Tabs now display All, Unreconciled, and Reconciled to allow for easy access without returning to the search screen. When user initially enters, CATS defaults to the All tab.
- New menu item within Action: A Global Search application has been added within the Action Menu that will allow you to search across the Credit Card, AD700, Short Data Entry, Projections and Salaries. This application has increased searching capabilities that will allow you to search across the different types of transactions and connect to those records to perform modifications or for viewing. Note, that when connecting from the 'Search' form the system will limit you to the number of connections to other forms. When the limit has been reached you will receive the message *'Unable to navigate to this form from here – maximum number of forms are open'* and you will need to use the exit to go back to the previous form. You will also have the ability to cross fiscal years in the search but the fiscal year connected will depend on the record selected.

- Financial Plan Reports: Moved the remarks field to below the plan line to allow for large remarks fields to be displayed for easier reading.
- Status of Fund Reports: Added Requisition No as an additional option to the Report Sort Order selection on the report query screen. The transaction description on the detail portion of the report has been replaced by the requisition number for this sort selection ONLY. In addition, at the location and higher security levels the requisition number sort report will contain a rollup function when using the account code only as the search criteria. For example if the user selects 901-1265-104 (no sub account) on the search screen and selects sort order – Requisition, the details will be summed up at the account level. If the detail has more than one sub a ‘***’ will appear in the sub account column. If there is only one sub that makes up the account than that sub account will be listed. The rollup feature is not included for unit, basic or view only users due to the security access which is based on specified account and sub accounts.
- New menu item within Reports: A new report Do Output has been added to the report menu and is available to area and agency security users only. The report feature will allow you to search crossing transaction types as well as select elements from the list of records to create an ASCII file that can be imported into excel. Because this is an Ad-hoc process and all elements are selected at random, the creation of the ASCII file is required before importing into excel. This process is for more advanced users, and for now, only available to area and agency level users. Stand alone documentation will be provided to the ABFO staffs and available in the next addition of the CATS Manual.
- New menu item under Reference: The User Fields Agency/Area reference form will allow only agency and area users to add, modify and view user fields specifically designated as agency or area user fields. These user fields can be added by all security level users to the user field tabs within the Credit Card, AD700, SDE and Projections.
- New menu item under Reference: the Check Fee Percentage reference form will allow agency users to update the check fee percentages as needed. The percentages will be used to calculate the check fee transactions within the Credit Card application. (See automatic generation of check fee document above.)

October, 2009

- New menu item under CATS Information: CATS User Manual is now available within the CATS Information menu to provide access without having to exit out of the CATS system.
- User Administration: the title of this application was modified to reinforce that all fiscal years are included for each user within this form. One default for each fiscal year is required for all Basic, Unit and View only users.
- CAM: the CAM system has been modified based on user feedback. Instructions are located at URL: <http://www.afm.ars.usda.gov/finance/resources.htm>
- CAM: a new tab has been added 'Accounts with CRIS' that will list all the accounts and sub accounts that are identified as using that CRIS.
- CAM: a new report was added 'Summary by Mode Code' that summarizes all the CAM data at the area, location, management unit and project types levels.

September, 2009

- CAM: added additional feature that will allow an area to choose one location to load in addition to loading all missing locations.
- Financial Plans Reports: Changed the default on Start Prepared date back to the beginning of the fiscal year instead of the current date due to user feedback.
- Excel Report – Status of Funds: added document number to the excel document.
- Excel Report – User Field Report: new report feature to enable the user field report data to be exported to excel.

August, 2009

- Status of Funds – Summary by Sub Acct Report: added sub account description to report.
- Financial Plans Reports: added date last modified to the query screen. Also changed the default on Start Prepared date to current date instead of beginning of the fiscal year.
- Projection Report: added object code to the report. Added new report Projection by BOC within projection report options. Report totals at the BOC level.
- Requisition Report: added two new report sort orders: sort report by dollar amount ascending and sort report by dollar amount descending.
- Reference Vendor: added new field account number to query and display screen.

July, 2009

- AD700, Credit Card, Short Data Entry, Projections: added the locking of transactions feature in preparation for CAM Rollup. The rules for the locking of transactions within these forms follow and apply to only basic, unit and procmgr security level users:
 - If a user is locked, the transactions will be view only.
 - Users will not be able to add a new transaction for an account that has a location that has been locked.
 - Users will have view only access to entire transactions if any detail acct code has location that is locked.
 - Users cannot add or update a detail account code which has a locked location.
- AD700, Credit Card, Short Data Entry: added additional message *'Please ensure user field amounts on the cloned record are correct'* to inform the user during the clone process when they choose to include the user fields they might need to modify the cloned percentages or amounts. When cloning the user field, percentage and dollar amount are an exact copy of cloned amounts regardless of the new transaction amount.
- AD700, Credit Card: the recurring button has been added with the same functionality as the Short Data Entry recurring button.
- Credit Card: added an AD700 Detail tab. When a transaction initiates or was an AD700 at one time, there are detail line items. When converting this to a Credit Card those detail line items were not visible. The new tab will include the AD700 Detail information. The shipping address, delivery and contact information is modifiable while the detail line items are view only. To modify these detail line items the Credit Card must be converted back to an AD700. This tab will only appear if AD700 detail line items exist.
- Credit Card, Account Reconciliation: clone process has been modified to add more flexibility. When cloning a Credit Card, if the transaction was initiated as an AD700, you will have the option to clone to an AD700 or a Credit Card. If you choose AD700, you will be prompt for log number info, user field option and the transaction will be saved into the AD700 form. If you choose Credit Card, you will be prompt if you want to include the AD700 details, log number info, and user field option and will remain within the Credit Card form.
- CAM: added a new menu item for location and higher security levels to perform the CAM Rollup yearly process. A recalculate feature includes the reloading of changed data. A print listing and export to excel feature is also included. See CAM documentation for instructions on the use of the CAM form. *(Coming Soon)*
- Reference: added new menu item Locking Administration for location and higher security level users. The Lock Users form will provide a mechanism for locking out basic, unit and procmgr security level users yearly from the AD700, Credit Card, Short Data

Entry and Projection transactions in preparation for the CAM Rollup. See Locking Administration documentation for instruction on the use of these forms. *(Coming Soon)*

- Null User Fields Report: added new report within Reports menu which produces a list of all AD700, Credit Card, Short Data Entry and Projection transactions that have no user fields.
- Credit Card Purchase Log by Account: added new report within Reports menu that includes additional account and sub account search criteria than the original Credit Card Purchase Log. The report format will be similar to the original Purchase Log but sorted and totaled by the Account.
- Projections Report: added new field Sub Total, the total of all linked documents within the sub account within the projection. Sub Balance was also added which calculates the sub projection amount minus Sub Total.
- Excel Report – Credit Card Purchase Log by Account: new report feature to enable the credit card log by account data to be exported to excel.
- All reports: for reports where there is a transaction description used as the identifier, if the description contains the requisition number, the partial flag number will now be included to allow the transaction to be more identifiable.

June, 2009

- Account Reconciliation: Reconciliation search fields have been removed from the search screen. Tabs now display Unreconciled, Reconciled, and All to allow for easy access without returning to the search screen.
- Salaries: added the ability to import salaries using a dummy CRIS if a valid ARIS Log number is part of the sub account.
- Validate Financial Plans with ARIS – new report for Location and higher user's access only – provides a listing of all CRIS's and their Permanent, Temporary and Gross Balance amounts from the Financial Plan and compares against the ARIS system. If the amounts are different an error message is displayed.

May, 2009

- Financial Plans: Out of balance field has been added to each tab for ease of viewing.
- Credit Card Log Report: added new check box to allow for user fields to be included in the report.
- Requisition Report: added new check box to allow for user fields to be included in the report.
- Year End Report: added Summary page, which sums by BOC, at end of report for each account selected.

April, 2009

- Credit Card, SDE: added the ability to enter a negative partial. The parent '0' record will not be affected by the negative amount. The negative amounts cannot exceed the total of parent '0' and all partials.
- Credit Card, SDE: when a record is partialled, if a projection exists, the projection will be included in the partial and the parent projection will be reduced by the amount of the partial.
- Credit Card, SDE: when a partial is voided, the transaction amount will be added back to the parent, unless the amount is negative. The partial will then maintain a .00 amount.
- Credit Card, SDE: when a parent '0' record is voided, which contain unvoided partials, the user is prompt to void all partials or cancel. If the user says OK to void all partials, the partial amounts are added back to the parent, unless negative, and the parent will maintain the original amount. You will not be allowed to void a parent while partials remain unvoid.
- AD700, Credit Card, SDE: voided transactions will not be modifiable. To modify, unvoid the transaction and then modify.
- AD700, Credit Card, SDE: when a projection is added, if the amount makes the projection out of balance at the account or sub account level, the projection will not be added.
- AD700, Credit Card, SDE: when modifying a transaction with a projection, if the projection becomes out of balance, the user will be alerted that the projection may be out of balance and may require fixing. You will still be able to continue with the modification.
- AD700, Credit Card, SDE: R&M Full amount will now reflect the total of the unreconciled if not reconciled, and the reconciled amount if reconciled.
- AD700, Credit Card, SDE and Projections: User notes have been increased to 4000 characters.
- SDE: the BOC LOV for B2's will not include BOC codes from the BOC Administration that are marked for B2 exclusion.
- Projections: all projections will be forced to stay in balance at the account and sub account levels.
- Projections: When updating a projection that became out of balance from a change within the AD700, CC or SDE you will be forced to fix that projection.
- Account Reconciliation: added the ability for user to enter a negative partial amount on CC and SDE type documents. The parent '0' record will not be affected by the negative amount.
- Account Reconciliation: when a record is partialled, on CC and SDE type documents, if a projection exists, the projection will be included in the partial and the parent projection will be reduced by the amount of the partial.

- Account Reconciliation: when modifying a transaction with a projection, if the projection becomes out of balance, the user will be alerted that the projection may be out of balance and may require fixing. You will still be able to continue with the modification.
- Account Reconciliation: SDE document type only – the BOC LOV for B2's will not include BOC codes from the BOC Administration that are marked for B2 exclusion.
- Account Status Fund Holder: default will be All transactions; reconciled and unreconciled.
- Mu Admin: added new field, log number. Must be a valid ARIS incoming agreement log number. Can only be added with a valid dummy SAMS CRIS number. Will be used for *future* import of Salaries for soft funds < 25k.
- MU Admin: added alert message if accession or log number is changed and there are salary records. The change in these fields will cause the salary data imported with the old accession or log number to be different than the new accession / log data.
- BOC Administration: added a new checkbox field to identify which BOCs will be excluded when a B2 transaction is entered. Updateable only by agency users.
- Credit Card Log Report: added new check box to allow for partial totals to be included in report.
- Credit Card Log Report: user notes have been increased to 4000 however the log report will only print the first 200 characters.
- R&M Report: rewrite of report using the account distribution accounts instead of the requisition accounts.
- Excel Report – Status of Funds Detail: new report feature to enable the status of funds detail data to be exported to excel. Querying by account will sum data by account and querying by sub account will show each record at the sub account level.
- Excel Report – Credit Card Log: new report feature to enable the credit card log data to be exported to excel.
- Rollover Impact report: new report that can be generated when using the rollover process. Will show all data that is not rolled over and the reason.
- All reports: time stamp has been added to all reports located next to the date in the upper left corner.
- Print AD700: if the credit card record was at one time an AD700, the detail line items will be printed in the line item / description of the print.
- Print AD700: user notes have been increased to 4000.
- Credit Card Print Listing: modified to include credit card log number and to reflect the actual list screen.
- Statistics Report: new report for agency users only which includes statistics on data entered in the system for the fiscal year specified.

March, 2009

- SDE: Recurring function will now work with all document types.
- MU Administration: added log number to the sub account information. When entering a log number, the dummy CRIS must be included. The new log number will enable future import (not completed to date) of salaries for under 25k agreements. The log number can also be used as a reference to the ARIS agreement system.
- User Administration: added card holder field to search screen.
- BOC Administration: added new field 'Exclude BOC for B2's ' to the details and search tabs, modifiable by agency only. *Future (next version of SDE)* use will be to assure that B2 transactions contain only valid BOC codes.
- Import ARMPS: will include the importing of the Permanent, Temporary and IRC/SRC fields into the Financial Plans.
- Rollover: added report feature to show what did not rollover during rollover process.
- Status of Funds Reports: IRC/SRC fields will be included in cover sheets within Global Comments.
- Excel Reports, Status of Funds Detail: added Excel report feature for Status of Funds – Details. When selecting sub accounts, each record will include the sub account. When selecting an account with no sub accounts, records will be summed up at the account level.
- Excel Reports, Credit Card Log: added Excel report feature for Credit Card Log report. When selecting 'include sub accounts', each record will include sub accounts. When deselecting 'include sub accounts', records will be summed up at the account level.

(Financial Plans continued on next page)

- Financial Plan: The remarks fields have been moved to the Acct Plan Salary and Sub Acct Plan Salary tabs to accommodate the new CAM fields.

New Financial Plan Form Layout

Agricultural Research Service - ARS
 CRIS Allocation Tracking System - CATS
 File Edit Action Record Prints Help
 User: TLEE FY: 2009
 Account Code: 901 6615 080 Account Description: CHEMISTRY RESEARCH
 List Acct Plans Salary Acct Plans Non-Salary Sub Acct Plans Salary Sub Acct Plans Non-Salary
 Plan: 2 Prepared Date: 03/17/2009 Effective Date: 03/17/2009

Object Class	Unassigned Balance	Previous Plans Amount	Current Changes Amount	Revised Amount
Travel and Transportation of People 2100	.00	.00	45,900.00	45,900.00
Transportation of Things 2200	.00	.00	.00	.00
Rents, Communication 2300	.00	.00	.00	.00
Printing and Reproduction 2400	.00	.00	5,000.00	5,000.00
Other Services 2500	.00	.00	.00	.00
Repair, Alteration, or Maintenance 2530	.00	.00	.00	.00
R.S.A 2554	.00	.00	.00	.00
Supplies and Materials 2600	.00	248,972.51	-17,110.51	231,862.00
Equipment 3100	.00	.00	.00	.00
Lands and Structures 3200	.00	.00	.00	.00
Mandated Extramural Support 4000	.00	.00	70,000.00	70,000.00
Discretionary Extramural Support 4000	.00	.00	.00	.00
SUBTOTAL NON-SALARY	.00	248,972.51	103,789.49	352,762.00
SUBTOTAL SALARY	.00	869,469.49	1,402,630.51	2,272,100.00
PERMANENT \$ FUND	.00	.00	2,624,862.00	2,624,862.00
TEMPORARY \$ FUNDS (+/-)	.00	.00	.00	.00
GROSS AVAILABLE BALANCE \$.00	.00	2,624,862.00	2,624,862.00
IRC/SRC \$ (+/-)	.00	.00	.00	.00
NET TO MU/CRIS \$ (Plan Total)	.00	.00	2,624,862.00	2,624,862.00
Out of Balance			1,118,442.00	

The new fields are located below the Green Line on the Acct Plans Non-Salary and Sub Acct Plans Non-Salary Tabs and will be used for the CAM Rollup and should match the data from ARIS(the "Briefing Package, Funding Summary Reports" and can be run at the CRIS level in ARIS to validate the data) :

- PERMANENT \$ FUND** (modifiable by user) – Net to Location/CRIS – Permanent, initially will be imported from the ARMPS CRAS if the "Import ARMPS" function is used. Or it can be manually entered by the user. *Remember the "Import ARMPS" function should only be used to import the first (initial) financial plan from the ARMPS CRAS. Any subsequent plan changes must be done manually.*
- TEMPORARY \$ FUNDS (+/-)** (modifiable by user) – Temporary Funds initially will be imported from the ARMPS CRAS if the "Import ARMPS" function is used. Or it can be manually entered by the user.

- **GROSS AVAILABLE BALANCE \$** (non modifiable) – Calculated value of Permanent Fund + Temporary Fund.
- **IRC/SRC \$ (+/-)** (modifiable by user) – Indirect Research Costs + Shared Research Costs. Initially will be imported as a negative adjustment from the ARMPS CRAS if the “Import ARMPS” function is used. Or it can be manually entered by the user.
- **NET TO MU/CRIS \$ (Plan Total)** (non modifiable) – Calculated value of Gross Available Balance + IRC/SRC. Should also be Net to MU / CRIS – Total within ARMPS CRAS.
- **Out of Balance:** (non modifiable) - This field is used when Sub Total Non Salary + Sub Total Salary does not match the Net to MU/CRIS. We currently allow an Out of Balance amount, however you should always strive to have all of your MU and CRIS financial plans IN BALANCE. Therefore, to be in balance, the Out of Balance field should be 0.
- **Soft Funds:** Soft Funds should never have an amount in the Permanent \$ Funds line, and in most cases, will not have an IRC/SRC assessment. All soft funds are considered Temporary \$ Funds as in the example below.

Agricultural Research Service - ARS

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

Financial Plans User: PADAILEY FY: 2009

Account Code: 993 5302 254 Account Description: CA Olive Committee (06/09)

List Acct Plans Salary Acct Plans Non-Salary

Plan: 1 Prepared Date: 12/05/2008 Effective Date: 12/05/2008

	Object Class	Unassigned Balance	Previous Plans Amount	Current Changes Amount	Revised Amount
Travel and Transportation of People	2100	.00	.00	.00	.00
Transportation of Things	2200	.00	.00	.00	.00
Rents, Communication	2300	.00	.00	.00	.00
Printing and Reproduction	2400	.00	.00	.00	.00
Other Services	2500	.00	.00	10,000.00	10,000.00
Repair, Alteration, or Maintenance	2530	.00	.00	.00	.00
R.S.A	2554	.00	.00	.00	.00
Supplies and Materials	2600	.00	.00	5,000.00	5,000.00
Equipment	3100	.00	.00	.00	.00
Lands and Structures	3200	.00	.00	.00	.00
Mandated Extramural Support	4000	.00	.00	.00	.00
Discretionary Extramural Support	4000	.00	.00	.00	.00
SUBTOTAL NON-SALARY		.00	.00	15,000.00	15,000.00
SUBTOTAL SALARY		.00	.00	10,000.00	10,000.00
PERMANENT \$ FUND		.00	.00	.00	.00
TEMPORARY \$ FUNDS (+/-)		.00	.00	25,000.00	25,000.00
GROSS AVAILABLE BALANCE \$.00	.00	25,000.00	25,000.00
IRC/SRC \$ (+/-)		.00	.00	.00	.00
NET TO MU/CRIS \$ (Plan Total)		.00	.00	25,000.00	25,000.00
Out of Balance		.00			

Record: 1/1 <OSC>

February, 2009

- AD700: agency, area and location users now have complete access to the Procurement tab without having to change the status to 'P'.
- AD700, Credit Card: allow Procurement users the ability to modify user fields.
- AD700, Credit Card, Short Data Entry, and Projections: when entering these forms, all agency users will be taken to the query screen first.
- AD700, Credit Card, Short Data Entry, and Projections: R&M "Partial" has been changed to "Split" to eliminate the confusion between partial and R&M partial.
- MU Administration: when deleting a sub account inform the user if the sub account cannot be deleted due to existence of voided records.
- Reference User Fields: allow Procurement users the ability to add/modify user fields.
- Print AD700: when there is more than one vendor, added the option for the user to select to print the vendor address information including email within the recommended sources. If the user selects not to include the address, only the vendor names will be printed.
- Print AD700: modified the notes to include the Credit Card log number if it exists.

January, 2009

- AD700, Credit Card, Short Data Entry, Account Reconciliation, Financial Plans, Projections, Account Status Fund holder, Reconcile to OCP: added the capability for using the Page Up and Page Down functions keys.
- Salaries: continue to include the NFC errors in the 6000 totals at the top, but when calculating the unallocated balance, ignore it so it can be in balance.
- Salaries: changed the verbiage and order on the SAMS import error pop up to: save yes, discard no, to keep consistent with the order of other messages.
- Reference Vendor form: added email address to query and display tabs. Added email address to print listing.
- Projection Report: added description of requisition to linked document information. Added 'No Linked Requisitions' when no requisitions are linked to projection.
- User Fields Report: changed default to 'Match on specific user field'.
- Reconciliation Report: changed default to 'Reconciled with date range'.
- Status of Funds Report: added time stamp next to date within the header.

December, 2008

- AD700, Credit Card, and Short Data Entry: if selected account has only one sub account, the default sub account will automatically be filled in for general, detail and account detail tabs.
- AD700, Credit Card, and Short Data Entry, Projections: User field LOVs will now contain user fields for all accounts within the account details tab.
- AD700, Credit Card, Short Data Entry: added pull down menu option within the Search tab to reset the search screen to the defaults. Currently the clear option clears all defaults.
- Short Data Entry: added the ability to print an AD700 for SDE documents. The AD700 can be printed from the SDE List screen and the Prints option within the menu.
- Status of Funds Reports: Report comments are now underlined and in all CAPS. The MU expiration date is now located on all cover sheets.
- Year End Estimate Report: added additional total for 2670 BOCs. All other 2600 BOCs will be combined in total 2600.
- Print AD700: added the document number for the SDE type documents. Added the Credit Card Log number for Credit Card type documents. Both will be printed within the Notes section.

November, 2008

- AD700, Credit Card, Short Data Entry: Unit users can now create, link, and unlink Projections.
- AD700, Credit Card, and Short Data Entry, Projections: added a range search on the Budget Object Code (BOC).
- AD700: added checkboxes to search on reconciled or unreconciled documents.
- Credit Card: modified the default for all users who are credit card holders to see only their own transactions. User must clear out name on search screen to view other transactions.
- SDE: added the ability to partial a record.
- MU Administration: when an account's status is changed from Active to Obsolete, an option will be displayed to view an impact report. If "View Impact Report" is selected, a report of all users with the obsolete account will be displayed in a PDF file to be saved or printed. When a sub account's status is changed from Active to Inactive, an option will be displayed to view an impact report. If "View Impact Report" is selected, a report of all users with the invalid sub account and all presets that contain it will be displayed in a PDF file to be saved or printed.
- Reference Shipping Address, User Fields, Vendors, Relocation Users, and Purchasing Agent: added a "Save and Add" button to the Details tab to allow entry of multiple records without needing to go back to the List screen after each add.
- Account Status Fund Holder: if the search criteria include a sub account, the bottom totals on the List tab will be calculated for the sub account only. If the search criteria do not include a sub account, the bottom totals will be calculated for the account.
- Projections: added a Record Info tab. Projections is now available to Unit users.
- Status of Funds Reports: these are now available for View Only users.
- Credit Card Log Report: added an additional check box option to include sub accounts with totals (default) when checked and if unchecked, total at the account level.
- User Account Reports: added a new option "User Account Report by Account Code" which produces a user account report based on account and sub account codes.
- ARIS User Reports will now contain CATS users and security levels.

October, 2008

- AD700: added two buttons to the Procurement tab to allow the clearing out of the Assigned to Work and the Contract type fields if entered in error. The buttons are located to the right of the LOVs. The buttons are labeled with an X.
- Credit Card, SDE, AD700, and Projections: when a user field is saved without an amount or percent the system will automatically default in 100%.
- Financial Plans: added a delete button to the list screen. If the last plan was entered in error and no current change amounts have been entered, the system will allow you to delete the financial plan.
- Account Status Fund Holder: the sub account will now be displayed in the header section.
- Print AD700: if the document is a credit card, the vendor and address will now appear within the seller's information.
- CATS User Manual is now available on the main applications screen in the CATS Information menu.